



Health and Safety
Accident/Incident Reporting and
Investigation Procedure

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Charity Number: SC0 36198

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Accident/Incident Reporting and Investigation Procedure

1. Purpose

- 1.1 The purpose of this procedure is to set out the process for the reporting of accidents and incidents, and to provide guidance on their investigation.
- 1.2 The College, as an employer, has legal responsibilities to have effective arrangements in place to manage Health & Safety. Investigating the immediate and underlying causes of accidents and incidents and ensuring remedial action is taken will reduce the risk of a recurrence and the frequency of accidents.
- 1.3 In addition to the above, the College has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain types of accidents and incidents to the enforcing authorities.

2. Scope

- 2.1 All accidents/incidents to employees, students, visitors and contractors on college premises should be reported. It also includes accidents/incidents involving staff and students abroad on college business, college excursions/trips and college work placements.
- 2.2 This procedure does not include theft.

Accident/Incident: An unplanned and uncontrolled event or sequence of events that gives rise to injury or harm to the health of any person, or causes damage to property or equipment.

Near Miss: An unplanned and uncontrolled event that had the potential to cause injury or damage but through good fortune did not.

3. Responsibility

3.1 Directors/Curriculum Heads

- If involving a school pupil, ensuring the school is advised of any serious accident/incident involving a school pupil.
- Ensuring parents/next of kin are advised of any serious accident involving a student or member of staff.
- Ensuring the sponsor or managing agent is advised of any serious accident/incident involving a cadet or trainee.

3.2 Heads of Service/Dept and Curriculum Heads

- Ensuring all staff and students are made aware of the procedures for reporting accidents or incidents.
- Ensuring that any fatality, major injury or serious incident (e.g. fire) is reported immediately to the Health & Safety Team and their Director.
- Ensuring that all accidents/incidents (including near misses) to their staff and students, occurring at work or arising from a work activity are reported, investigated and recorded on the College Accident/Incident Report Form (<http://connected.cityofglasgowcollege.ac.uk/section/health-and-safety/forms>); and sent to H&S team within 3 days and copied to their Director.
- Ensuring managers, (senior) lecturers are made aware that they will be expected to complete Accident/Incident Report Form if they are in charge at the time of the accident/incident. For accidents/incident that take place in common areas or College grounds, Estates/Facilities may need to complete the Accident/Incident Report Form.
- Ensure any actions, resulting from investigation to prevent a recurrence, are completed.
- Inform the Health and Safety Team if any delayed absences occur after accident or of any update on injuries, sustained as a result of an accident, following visit to GP or hospital.

See appendix A for guidance on completing the Accident/Incident Report Form

3.3 Managers, (Senior) Lecturers

- Completing Accident /Incident Report Form if they are in charge at the time of the accident/incident.

3.4 Employees, Students, Visitors, Contractors

- Reporting any accident/incident/near miss they have had or witnessed to their Manager, Lecturer or College point of contact.
- Assisting in any investigation.

3.5 Health & Safety Team

- Providing advice and assistance on accident/incident reporting and investigation.

- Contacting Heads, managers, (senior) lecturers, first aiders re completion of forms.
- Carrying out further investigations as deemed appropriate.
- Carrying out statutory reporting under RIDDOR.
- Providing regular summary reports of accident/incident statistics to management and the Health & Safety Committee.

3.6 First Aiders

- Providing treatment to any casualties.
- Completing the First Aid Treatment Form
<http://connected.cityofglasgowcollege.ac.uk/section/health-and-safety/forms>
with details of any treatment/advice given or action taken and sending to the Health & Safety Team.
- Advising injured person`s manager or lecturer of accident and treatment provided so that they can include when completing the Accident/Incident Report Form.

4. Procedure

4.1 Accident/Incident Reporting and Investigation Procedure

4.1.1 If an accident occurs the steps to take are as follows:

- If the person requires treatment phone or get someone else to phone for a first aider (procedures to contact a first aider
<http://connected.cityofglasgowcollege.ac.uk/section/first-aid-information>
- If there is any obvious cause and it is safe to deal with immediately then take appropriate action e.g. contact janitor or cleaner to mop up a spillage.
- Find out what happened by speaking to injured person, if possible, and any witnesses.
- Complete College Accident/Incident Report Form
<http://connected.cityofglasgowcollege.ac.uk/section/health-and-safety/forms> and send to the Health & Safety Team within 3 days.

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PROCEDURE

- When completing the form it is important to provide as much factual detail of the accident/incident as possible and what action has been taken as a result of the accident/incident to prevent a recurrence.
- Send copy of completed form your Head and Director.
- In the event of a fatality or major injury the Health & Safety Team should be notified immediately.

See Appendix A for more detailed guidance on completing the Accident/Incident Reporting form.

4.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

4.2.1 Certain types of accident/incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the Health and Safety Executive (HSE) within certain time periods.

4.2.2 Accidents/incidents reportable under RIDDOR require a more detailed investigation by the Health & Safety Team. These include any fatalities, major injuries, over 7 day absences, dangerous occurrences and certain diseases. For full details of RIDDOR go to www.hse.gov.uk/riddor

5. Records

Record	Record Format	Record Holder	Retention Period
Accident/Incident report form	Form	Health & Safety Team	3 years

6. References

Document Type	Document Name
Appendix 1	Guidance on completing Accident/Incident Report Form
Appendix 2	Accident/Incident Report Form

7. Document Control and Review

Approval Status	Approved	
Approved by	Planning and Administration Director	
Date Approved	13 June 2014	
EQAI Status	Full EQIA Conducted?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date	May 2016	
Lead Department	Health and Safety	
Lead Officer(s)	Head of Health and Safety	
Board Committee	N/A	
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8. Revision Log

Version Date	Section	Description
Version v1 7 Oct 2011	Procedure	City of Glasgow College Health and Safety Accident/incident Reporting and Investigation Procedure
Version v2 16 April 2012	Procedure	Amended to change Riddor reporting requirement from 3 days to 7 days
Version v3 16 June 2014	Procedure	Revised version: <ul style="list-style-type: none"> • Amendments to procedure and form • Appendix added

Appendix 1

Guidance on Completing Accident/Incident Report Form

It is important to provide as much factual information as possible when completing the form. Please take particular note of the guidance on completing the summary of accident/incident and remedial action taken/recommended to prevent a recurrence.

It is important to investigate accidents and the level and extent of the investigation should reflect the seriousness or potential seriousness of the accident/incident.

The form is on H&S Section on Connected. The completed form can be sent by email (health&safety@cityofglasgowcollege.ac.uk) or hard copy to the Health and Safety Team, Townhead campus.

PART A - about the person injured/involved

- Provide details of name, address (including post code), age, sex and whether they are a Student, School Pupil, Employee, Visitor or Contractor. If person does not wish to disclose age leave it blank.

PART B – about the accident/incident

- Provide details of date, time of accident/incident and exact location (campus, floor and room number). If it happened outside the building on college grounds or externally then note here as best you can and put full details in the summary of accident/incident later in this part of the form.
- Provide manager/lecturer details. Important to complete this if the manager/lecturer is a different person from the person completing the form.

Details of Injury and first aid

- Provide exact details of the injury if an injury has occurred e.g. cut to left arm etc based on your observation and as described by the casualty. Provide details of first aid if given, if the casualty was sent/taken to hospital and the name of the first aider. If a first aider attended they can provide you with the information for this section.

Witnesses

- If there are any witnesses record their names and telephone numbers. Speak to them separately and ask them what they saw. Often witnesses say they saw the accident but did not. They could be in the same room but did not

actually see it happen but can confirm an accident took place. So it is important to gather the facts.

- Advise them that they may be required to provide written statements.

Tick which best describes what happened

- Please tick the box that you think categorises the type of accident. In most cases this is straightforward. The Health and Safety Team use this information to monitor accident patterns/trends.

Summary of accident/incident

- It is important to provide as much information as possible about the accident in this section. You should obtain information from injured person/person involved in accident, any witnesses and any other person you require to speak to. If you were present then you can include your own input. Your aim is to establish immediate cause and possible root cause(s) and if any unsafe acts or unsafe conditions.
- Gather information e.g. include what person was doing; any equipment, tools, trolleys, ladders etc involved and if faulty; how accident happened; where they running/walking; weather conditions if outside; what footwear person was wearing if involved in a slip, trip or fall; was it light/dark; condition of floor; any observations you have made if present at time of accident or attended directly after accident.
- Note any remedial action taken if any to make the area safe.
- Record factual information and record sequence of events. Do not guess. In some cases information will be minimal and in more serious cases more information will be required.
- The purpose of this section is to gather the facts as part of the investigation which in turn leads to the next section i.e. putting in place control measures (if necessary) to prevent a recurrence.
- It is important if it is a member of staff that we get information on length of absence, if any. If the absence is over 7 days or the member of staff cannot perform their normal duties we need to report the accident to the HSE under RIDDOR. Sometimes an absence can be delayed and take place a few days after the accident.

Remedial Action taken/recommended to prevent recurrence

- Record any action already taken, if any. It may be as simple as reminding someone to follow procedure or spillage cleaned up.
- Also record any further action/control measures to prevent or reduce risk of a recurrence in future. Examples of this are providing training for the person injured and extending to a group of other staff; reminding persons to wear PPE; review manual handling task; update or prepare a new risk assessment; increased supervision; regular checks
- If you require guidance or are unsure what to put contact the Health and Safety Team.

Details of Person completing the Form

- Finally please sign and date the form and put your name in block capitals also with a contact telephone number. A signature is not required if you email form.
- Send the completed form to the H&S Team by e-mail health&safety@cityofglasgowcollege.ac.uk or by hard copy.

PART C

This part of the form is completed by the Health and Safety Team if they decide further investigation is required and/or if accident/incident is to be reported to the HSE under RIDDOR.

Appendix 2

ACCIDENT/INCIDENT REPORT FORM

(Guidance on completing form is included in Appendix 1 of the Accident/Incident Reporting/Investigation Procedure)

Part A - ABOUT THE PERSON INJURED/INVOLVED IN THE INCIDENT

Name:

Age:

Male/Female

(Delete as appropriate)

Address:

Postcode:

Student/School Pupil/Employee/Visitor/Contractor

(Delete as appropriate)

Part B - ABOUT THE ACCIDENT/INCIDENT

Date:

Time:

Campus:

Floor/Room:

Faculty/School/Department:

Manager/Lecturer Contact Details:

Details of Injury

(exact parts of body injured e.g. cut to right thumb)

First Aid

Was first aid given?

Name of first aider:

Details of treatment:

Was injured person sent/taken to hospital?

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PROCEDURE

Witnesses (Names and telephone numbers)

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Tick which best describes what happened below:

Contact with electricity	Fire	Injured while handling, lifting or carrying	Struck against stationery object
Contact with moving machinery or material being machined	Handling glass or sharps	Near miss	Trapped by something collapsing or overturning
Damage to property	Hit by moving, flying or falling object	Occupational disease	Use of portable hand tools
Exposure to or contact with a harmful substance	Hit by moving vehicle	Slips, trips, falls same level	Violence or aggression
Fall from height	Hot or cold contact	Sport activity	Other

Summary of accident/incident

(From information gathered describe what the person was doing, any equipment involved and any action taken to control the situation. Provide as much detail as possible. Record factual information)

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ACCIDENT/INCIDENT REPORTING AND
INVESTIGATION PROCEDURE

If member of staff, specify length of absence:

Same day return/Up to 7days/Over 7days/Unknown

(Delete as appropriate)

Remedial action taken/recommended to prevent recurrence

Signature of person making report:

Date:

Name (block capitals):

Contact Tel:

This form must reach the Health and Safety Team within 3 days.

Part C TO BE COMPLETED BY HEALTH AND SAFETY TEAM

Further investigation required: Yes/No
(Delete as appropriate)

Reported under RIDDOR: Yes/No
(Delete as appropriate)

Date reported:

RIDDOR Ref:

Completed by:

Completed form to be returned to Health and Safety Team

E-mail address: health&safety@cityofglasgowcollege.ac.uk